United Nations ST/SGB/2005/9

Secretariat

2 May 2005

Secretary-General's bulletin

Organization of the Department for General Assembly and Conference Management

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by bulletin ST/SGB/2002/11, and for the purpose of establishing the organizational structure of the Department for General Assembly and Conference Management, promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11.

Section 2
Functions and organization

2.1 The Department for General Assembly and Conference Management plays a proactive and facilitating role in enhancing the effectiveness and efficiency of the total process of intergovernmental activities by:

(a) Providing technical secretariat services and substantive support to the General Assembly, its General Committee, First Committee, Special Political and Decolonization Committee, Second Committee and Third Committee as well as of various subsidiary and ad hoc bodies;

(b) Providing technical secretariat services and substantive support to the Economic and Social Council and most of its subsidiary and ad hoc bodies;

(c) Providing technical secretariat services and substantive support to the Trusteeship Council;

(d) Providing technical secretariat services and substantive support to conferences and other ad hoc and extraordinary meetings held under the auspices of the United Nations;

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(e) Providing meeting and documentation services to all intergovernmental organs and expert bodies meeting at Headquarters and servicing meetings held at other locations for which it is responsible;

(f) Providing technical and substantive secretariat services to the Committee on Conferences;

(g) Providing advice to the Secretary-General and to the Departments and Offices of the Secretariat on matters relating to the work of the bodies it services;

(h) Providing advice to the presiding officers of the United Nations bodies and organs;

(i) Providing technical secretariat services to the Inter-Agency Meeting on Language Arrangements, Documentation and Publications;

(j) Guiding conference management at Headquarters and the United Nations Offices at Geneva, Vienna and Nairobi, with a view to achieving the highest possible level of cohesion, synergy and efficiency.

2.2 The Department consists of organizational units as described in the present bulletin.

2.3 The Department is headed by the Under-Secretary-General for General Assembly and Conference Management. The Under-Secretary-General, the Assistant Secretary-General and the officials in charge of each organizational unit perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5, in addition to the specific functions set out in the present bulletin.

Section 3
Under-Secretary-General for General Assembly and Conference Management

3.1 The Under-Secretary-General for General Assembly and Conference Management is accountable to the Secretary-General.

3.2 The Under-Secretary-General is responsible for all the activities of the Department, as well as its administration, and represents the Secretary-General in meetings related to the functions of the Department and in intergovernmental organs and expert bodies as required.

3.3 The Under-Secretary-General is also responsible for guiding integrated global conference management involving Headquarters and the United Nations Offices at Geneva, Vienna and Nairobi, which includes the establishment of conference management policies, practices, standards and procedures and the allocation of resources under the relevant budget section.

3.4 The Under-Secretary-General chairs the Inter-Agency Meeting on Language Arrangements, Documentation and Publications.

Section 4
Assistant Secretary-General, Deputy to the Under-Secretary-General for General Assembly and Conference Management

The Assistant Secretary-General is accountable to the Under-Secretary-General and has the following functions:

(a) Assisting the Under-Secretary-General as Deputy in the performance of his/her functions, including by assuming responsibility for all operational activities of the Department;

(b) Acting as the Officer-in-Charge of the Department in the absence of the Under-Secretary-General.

Section 5
Office of the Under-Secretary-General and the Assistant Secretary-General

5.1 The Office of the Under-Secretary-General is headed by a Chief who is accountable to the Under-Secretary-General. The Chief of Office also serves as focal point for integrated global management issues.

5.2 The Office supports the Under-Secretary-General and the Assistant Secretary-General in the discharge of their responsibilities. It provides assistance in the development of management strategies and policies and coordinates the Department's efficiency measures. It is responsible for preparing the programme of work, monitoring programme implementation and coordinating programme evaluation. It provides overall coordination in the preparation and revision of the departmental inputs to the strategic framework and the programme budget.

5.3 The Information Management and Technology Unit is part of the Office of the Under-Secretary-General.

Section 6
Central Planning and Coordination Service

6.1 The Central Planning and Coordination Service is headed by a Chief who is accountable to the Under-Secretary-General.

6.2 The core functions of the Service are as follows:

(a) Developing and coordinating the biennial calendar of conferences and meetings of the United Nations worldwide and scheduling all meetings at Headquarters;

(b) Coordinating the daily programme of meetings at Headquarters and servicing all meetings held at Headquarters as well as those held at other locations by intergovernmental organs and expert bodies whose established headquarters are in New York;

(c) Planning and monitoring the processing schedule for documentation at Headquarters in accordance with the requirements of meetings and ensuring compliance with instructions and guidelines on the control and limitation of documentation;

(d) Coordinating the servicing of meetings at locations away from established headquarters, as appropriate, based on its role as set out in subparagraph (a) above;

(e) Maintaining statistical records of conference management activities at Headquarters, as well as ensuring the compatibility of the respective records generated at the United Nations Office at Geneva, the United Nations Office at Vienna and the United Nations Office at Nairobi;

(f) Providing technical and substantive secretariat services to the Committee on Conferences;

(g) Providing technical secretariat services to the Inter-Agency Meeting on Language Arrangements, Documentation and Publications.

Section 7
General Assembly and Economic and Social Council Affairs Division

7.1 The General Assembly and Economic and Social Council Affairs Division is headed by a Director who is accountable to the Under-Secretary-General.

7.2 The core functions of the Division are as follows:

(a) Providing technical secretariat services and substantive support to meetings of the General Assembly, its General Committee, First Committee, Special Political and Decolonization Committee, Second Committee and Third Committee as well as of various subsidiary and ad hoc bodies;

(b) Providing technical secretariat services and substantive support to the Economic and Social Council and most of its subsidiary and ad hoc bodies;

(c) Providing technical secretariat services and substantive support to the Trusteeship Council;

(d) Providing technical secretariat services and substantive support to conferences and other ad hoc and extraordinary meetings held under the auspices of the United Nations;

(e) Planning and organizing activities and services related to sessions of the organs and bodies mentioned above;

(f) Providing assistance to the President of the General Assembly, the President of the Economic and Social Council, the President of the Trusteeship Council and the presiding officers of the other bodies mentioned above in all matters relating to the conduct of their work;

(g) Advising delegations and Secretariat units and officials on the work of these organs and bodies and regularly providing analytical briefs to the Secretary-General and the Presidents of the General Assembly and the Economic and Social Council on major developments in the deliberations of these bodies.

Section 8
Documentation Division

8.1 The Documentation Division is headed by a Director who is accountable to the Under-Secretary-General.

8.2 The core functions of the Division are as follows:

(a) Translating all official United Nations documents, meeting records, publications and correspondence at Headquarters from and into Arabic, Chinese, English, French, Russian and Spanish;

(b) Translating selected materials into German;

(c) Preparing summary records of the meetings of bodies entitled to them in the working languages of the bodies concerned;

(d) Arranging for contractual translation and text-processing where appropriate and cost-effective;

(e) Editing drafts of parliamentary documents and editing and preparing for reproduction the official records of meetings and sessions;

(f) Issuing drafting and editorial guidelines for the Secretariat;

(g) Providing reference and terminology services for authors, drafters, editors, interpreters, translators and verbatim reporters;

(h) Providing off-site and contractual translation services as required to supplement in-house translation in the most cost-effective manner.

Section 9
Meetings and Publishing Division

9.1 The Meetings and Publishing Division is headed by a Director who is accountable to the Under-Secretary-General.

9.2 The core functions of the Division are as follows:

(a) Providing interpretation services from and into Arabic, Chinese, English, French, Russian and Spanish for meetings held at Headquarters and, in accordance with established policies and practices, those held at other locations which the Department is responsible for servicing;

(b) Preparing and processing the *Journal of the United Nations*, as well as the verbatim records of meetings of the General Assembly, the Security Council and other bodies entitled to them;

(c) Developing and applying standards for the typographic formatting of United Nations documents, and providing guidance to other Departments and Offices of the Secretariat on best practices in electronic publishing;

(d) Preparing and proofreading parliamentary documents and other materials and publications for both printing and electronic dissemination using text-processing and desktop publishing methods;

(e) Processing and dispatching official correspondence;

(f) Printing, binding and distributing documents, publications and other materials and managing the storage and retrieval of such materials in hard copy and/or electronic form on the Official Document System.

Section 10
Executive Office

10.1 The Executive Office is headed by an Executive Officer who is accountable to the Under-Secretary-General.

10.2 The core functions of the Executive Office are set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5.

Section 11
Final provisions

11.1 The present bulletin shall enter into force on 15 May 2005.

11.2 The Secretary-General's bulletin of 15 September 1997, entitled "Organization of the Department of General Assembly Affairs and Conference Services" (ST/SGB/1997/6), is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General